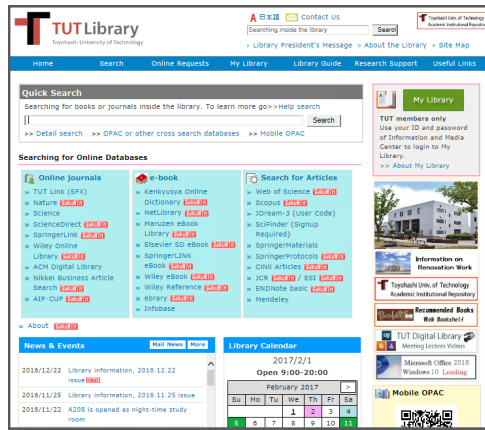


Online service

Library's homepage (Eng)

http://www.lib.tut.ac.jp/index_e.html



· Announcement from the library, opening calendar, library guide etc. are posted on the library website.

Besides that, the following functions are also available.

Search for materials (OPAC)

· Use OPAC to search for books, magazines, audiovisual materials, etc. OPAC will give you all the information that you need to find materials on the shelves in the library. Books are arranged in the order of the number of call mark.

My library

· Confirmation of loaned book · Extension of lending period · Request for ILL service · Student book purchase request can be done.

Using electronic materials

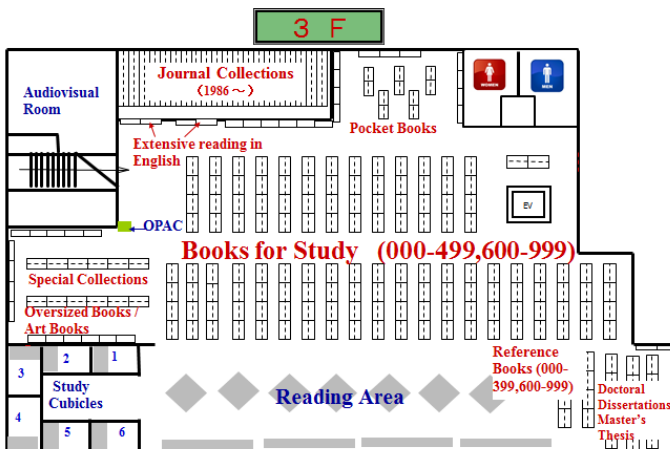
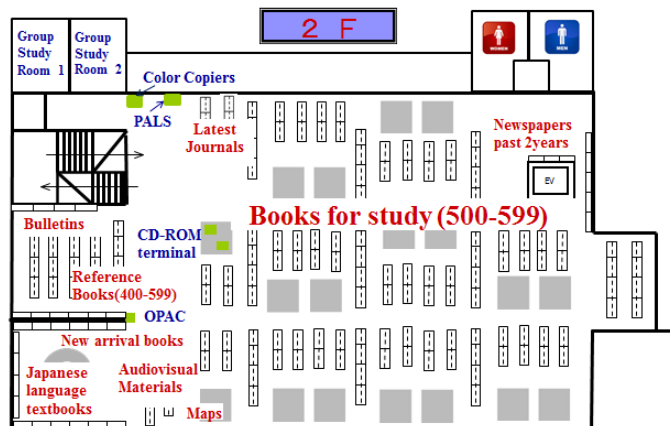
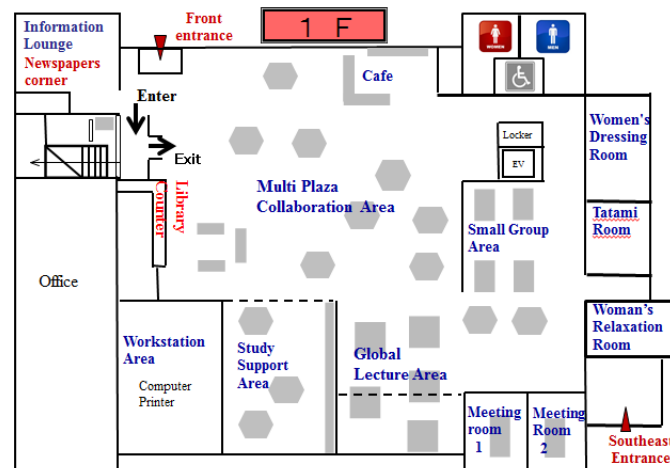
· You can search for electronic journals, e-books, databases.

Links to each website, can be found at library's homepage.

Attention

- It is **prohibited to bring food and drinks** for consumption into the library. If you must bring any refreshments with you, place it at the counter before you enter the main section. It will be returned to you as you leave the library.
- **Please use your own ID card** to enter the library. **Do not lend your ID card or borrow another person's ID card.**
- Please pass through the gate one by one.
- **Switch off your mobile phone or turn it into silent mode.**
- **Do not make phone calls** inside the library.
- Please carry your stuff when you leave your seat.
- If you damage any facilities or equipments by intention or negligence, or lose or damage the materials, you will be required to compensate. Please take note.

Floor map



Toyohashi University of Technology Library

Library Guide

Library opening hours

| | | |
|------------------|---------|-------------|
| Regular Semester | Mon~Fri | 9:00~20:00 |
| | Sat | 13:00~17:00 |
| Vacation | Mon~Fri | 9:00~17:15 |

Full closed : Every 1st Thursday morning of the month, summer holidays, New Year holidays, collection inspection days etc.

Other than regular opening hours, after-hours opening (unmanned opening) is held except during full closed days and switching time from after-hours opening to regular hours opening.

For details, please refer to the library opening calendar at library's homepage.



Contact Toyohashi University of Technology Library
E-mail: service@office.tut.ac.jp
Tel: 0532-44-6564 (direct)
Library homepage <http://www.lib.tut.ac.jp/>

* Regular Library Hours * Entering • Browsing

■ Entering the library

- The first floor is free to enter and exit.
- For entry to the library space (2nd and 3rd floor), an ID card (student/staff pass) is required.

Hold the ID card over the IC reader at the entrance gate and pass through when the gate opens. Please inform the counter if you forget to bring your card.

■ Browsing

- Browsing can be freely viewed except some materials. When you finish browsing, please return the materials to their original location.
- If you wish to browse books or magazines that are in the laboratory or separate archive, please inform the counter.

Borrowing materials

■ Procedure

- Show your ID card (student / staff pass) with the material you intend to borrow at the counter.
- General materials can be borrowed using PALS (Personal Access Lending System).

■ Types of material and lending period

| Types of Material | Student | | Staff | |
|-----------------------|-----------------|----------------|-----------------|----------------|
| | Number of books | Lending period | Number of books | Lending period |
| General Material | Up to 7 books | Within 20 days | Up to 10 books | Within 30 days |
| Audio-visual material | Up to 3 items | Within 3 days | Up to 3 items | Within 3 days |
| Microsoft media | Up to 2 items | Within 2 days | Up to 2 items | Within 2 days |

* During summer vacation and student internships lending periods are extended.

* Audiovisual materials that can be borrowed are CD · cassette tape · copyright processed DVD and video tape.

* If you wish to borrow Microsoft media (Office 2010, 2013, 2016 · For Windows 7, 8.1, 10), please make sure you have read the information about Microsoft Licensing in wiki which is written in Information and Media Center's homepage.

* Non-lendable Materials, Journal, Magazine, Newspaper, Red-mark DVD can only be viewed in the library.

We loan DVD players for viewing inside the building.

■ Extension of lending period

- If the books are not reserved, you can extend for once within the lending period.

■ Reservation

- If the book you need are on loan to another person, you can make a reservation for lending materials. Please search by OPAC and click the reservation button.

Returning borrowed materials

■ Procedure

- Please return borrowed books to the counter or use the PALS (Personal Access Lending System).
- If you return using the PALS, please put the book into the book postbox next to it.
- To prevent damage, audiovisual materials, attached materials (CD-ROM) and Microsoft media must not put into the book postbox. Please hand them over to the library staff at the counter during regular opening hours.

※ If the return of materials is delayed, you cannot borrow materials for a certain period as penalty. Please take note.

Copiers

■ Pay-type color copiers (for personal use)

- You cannot change money at the library.

■ Color copiers (for official use)

- Staff pass or a Xerox card is required. If students need to use this copier, please obtain the Xerox card from your supervisor. Library dedicated Xerox cards are distributed to faculty members that wish to use.

※ If you want to make a photocopy material in library, please make sure you fill in the "Photocopy application form" next to each copier and submit it.

Computers

■ Desktop Computers [Workstation Area (1st Floor)]

- Hold an ID card over the IC card reader (touch panel) next to the door and enter "Password" to the workstation area. It is necessary to attend library guidance to obtain "Password".

- And it is necessary to attend the network course to use the network.

User ID can be obtained from Information and Media Center.

■ OPAC (Online Public Access Catalog) terminals [every floor]

- You can use OPAC terminals without user ID except when you want to access My Library.

■ CD-ROM Terminal [2nd floor]

- Before using these terminals, please fill in the necessary information in "CD-ROM usage note" at the terminal. Write down the time that you start and finish using the terminal.

■ Wireless LAN

- Available inside the buildings. Authentication for wireless LAN connection and authentication for using the university network are required.

Facilities

- On the 1st floor, there are two meeting rooms. On the 2nd and 3rd floor, there are one group study room, an audio-visual room and six study cubicles.

Please make a reservation procedure, if you wish to use.

(Reservations are on a first-come-first-served basis)

- No reservation is required for workstation area.
- Please also inform the counter if you wish to use equipment in the small group area.

** Library After-hours ** Precautions for use

Ex) Weekday Please leave once and enter again with ID card

| | | |
|-----------------------------|-----------------------------------|--|
| Regular hours 9:00~20:00 | Library After-hours 20:00~8:30 | close for switching (Please leave 2nd and 3rd floor) 8:30~9:00 |
|-----------------------------|-----------------------------------|--|

■ Using Library

- During Library After-hours, you need an ID card to enter the building. Hold an ID card over the IC card reader (touch panel) next to the door and enter "Password" to the library space (2nd and 3rd floor) and workstation area (1st floor). It is necessary to attend library guidance to obtain "Password".

■ Borrowing

- Only general books are available. Please use the PALS. From 2 AM to 4 AM, PALS isn't operating due to maintenance.

■ Returning

- Please put into the book postbox installed next to the front door of the library. Or, please return it with the PALS in the library. In that case, please put the books that have completed the returning procedure into the postbox installed next to PALS.

- To prevent damage, please hand over attached materials (CD-ROM), audiovisual materials and Microsoft media to the library staff during regular opening hours.

■ Facilities

- Facilities on 2nd and 3rd floor can not be used during library after-hours.

■ Countermeasures against abnormalities

- In the case of PALS system trouble, please note down the trouble, in a "return bag" and put it into the book postbox next to it. Library staffs will correspond the next day.

- In the unlikely event of an emergency, please contact the guard office with "Watch guard direct phone line". (Just raise the handset, it leads to the guard room.)

■ Security and others

- For security reasons, please refrain from opening the windows. During library after-hours, the air-conditioning is not in service. Measures to protect yourself against the summer and winter temperatures are at your own responsibility. Thank you for your cooperation.